



August 13, 2015



Training Topics

- CCO requirements
 - Independent Support Broker (ISB)
 - Employee
- Service Plans in ISIS
- Savings Plans



Iowa Administrative Code (IAC)

• 78.41(15) Consumer choices option. The consumer choices option provides a member with a flexible monthly individual budget that is based on the member's service needs. With the individual budget, the member shall have the authority to purchase goods and services to meet the member's assessed needs and may choose to employ providers of services and supports. The services, supports, and items that are purchased with an individual budget must be directly related to a member's assessed need or goal established in the member's service plan.



IAC (cont.)

- 77.30(13) Financial management service
- 77.30(14) Independent support brokerage
- 78.41(15)e Development of the individual budget



Training and Background Checks

ISB's

- Required to have mandatory reporter training
- Required to have a background check
- Required to complete ISB training

Employee

- Not required to have mandatory reporter training
- Required to have a background check
- Hired and trained by member as needed



Training and Background Checks (cont.)

DHS

- Conducts background checks on all CCO employees through SING
- Provides ISB training and ongoing CCO webinars

Veridian

- Coordinates employee and ISB paperwork
 - Includes background checks



The Basics

- The service plan is the foundation of a CCO budget
- Once authorized, it's determined if traditional services and/or CCO is utilized for services
- The CCO budget is used to meet the needs of the member
- The CM/SW monitors the services to assure the identified needs are being met



The Basics (cont.)

- Member's service needs do not change with CCO
- The CCO budget is used to meet the needs of the member just like traditional services
- Optional items and services can be purchased by using leftover funds (efficiencies) or by creating a savings plan

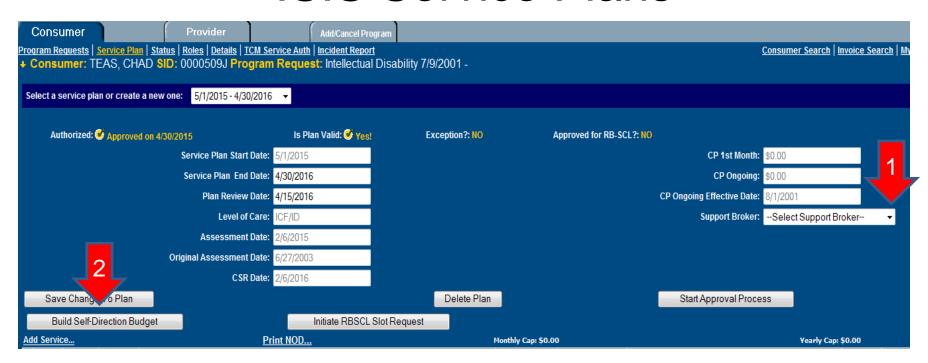


Example

- 100 units Supported Community Living (SCL)
- 25 units Consumer Directed Attendant Care (CDAC)
 - Services authorized through CCO
 - Member hires neighbor for service provision
 - Negotiates rate of pay and creates CCO budget to show how funds will be used to meet service needs
- Additional services are authorized under traditional waiver



ISIS Service Plans

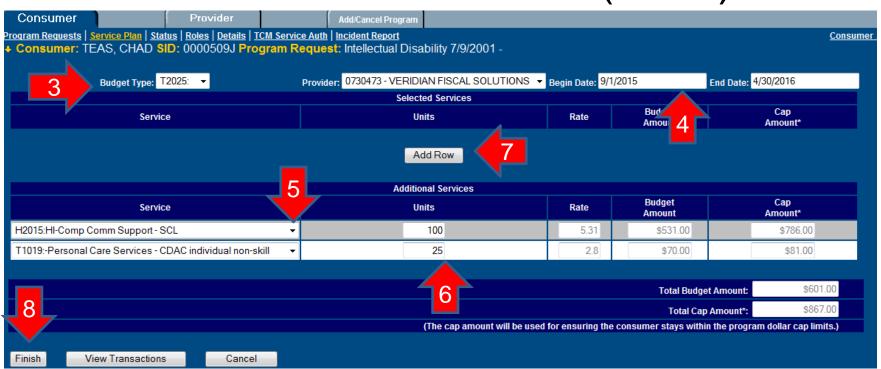


Step 1: select ISB

Step 2: select 'Build Self-Direction Budget' option



ISIS Service Plans (cont.)



Step 3: select "T2025"

Step 4: Add Begin/End dates

Step 5: Select a service

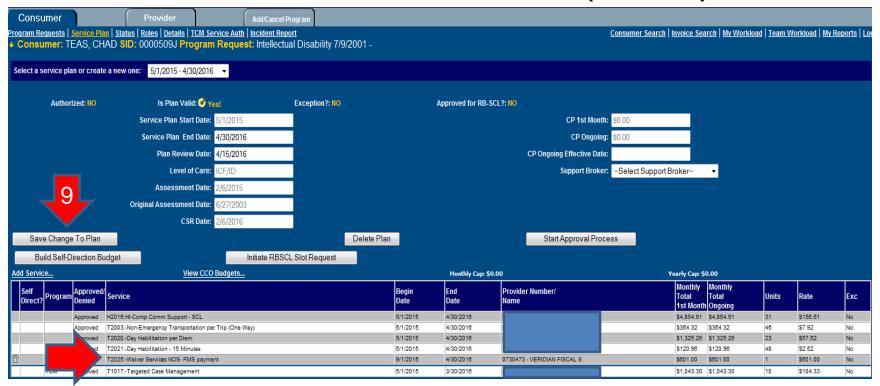
Step 6: Input number of units

Step 7: Select add a row

Step 8: Select "Finish"



ISIS Service Plans (cont.)

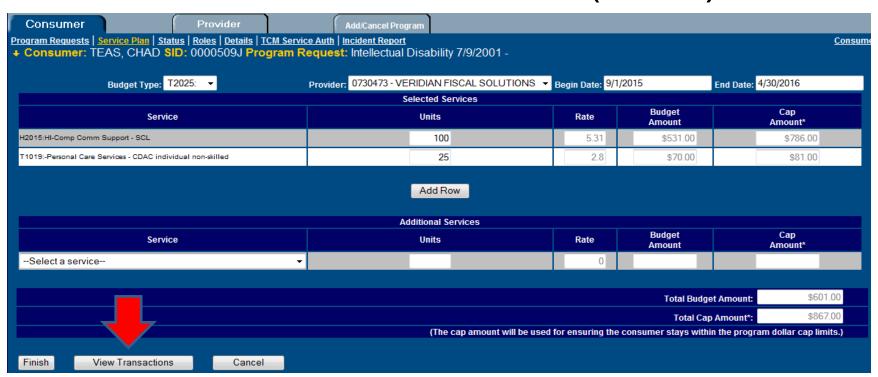


Step 9: Select "Save Change to Plan"

Click on "T2025: Waiver Services NOS-FMS payment



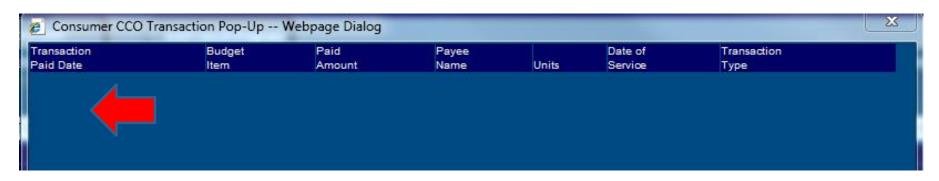
ISIS Service Plans (cont.)



Select "View Transactions"



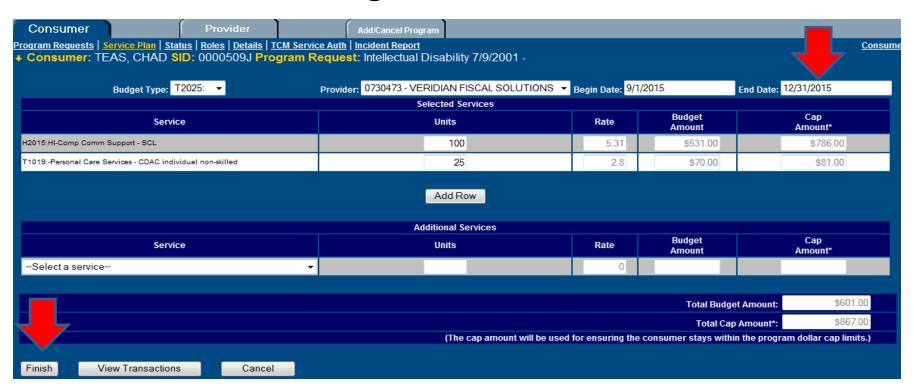
Service Plans in ISIS (cont.)



All transactions can be viewed



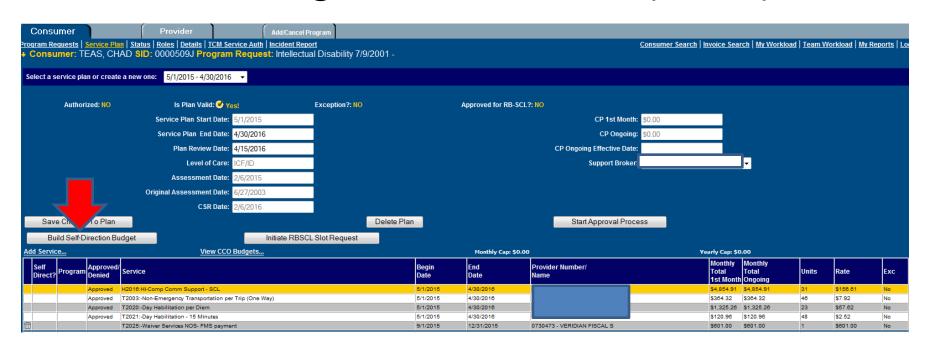
Changes to the Plan



Enter in the End Date and select "Finish"



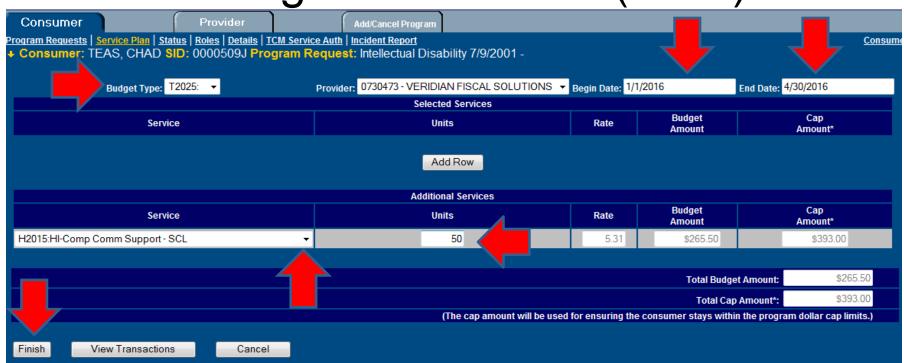
Changes to the Plan (cont.)



Select the "Build Self-Direction Budget"



Changes to the Plan (cont.)

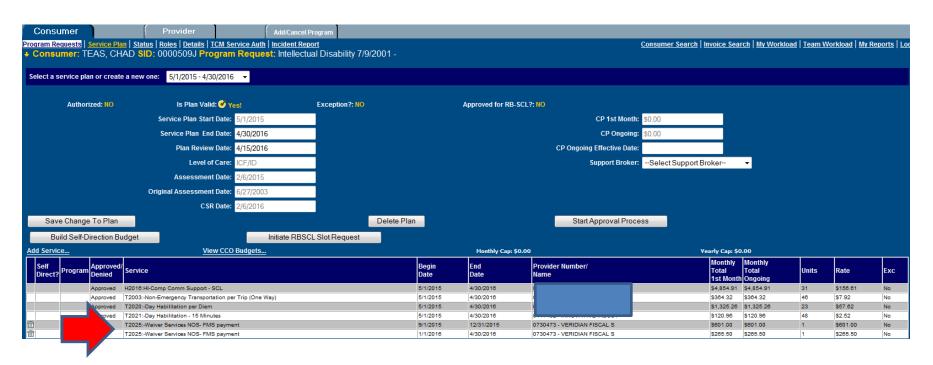


Step 1 Re-select "T2025"
Step 2 Change begin/end dates
Step 3 Select service type

Step 4 Update units Step 5 Select finish



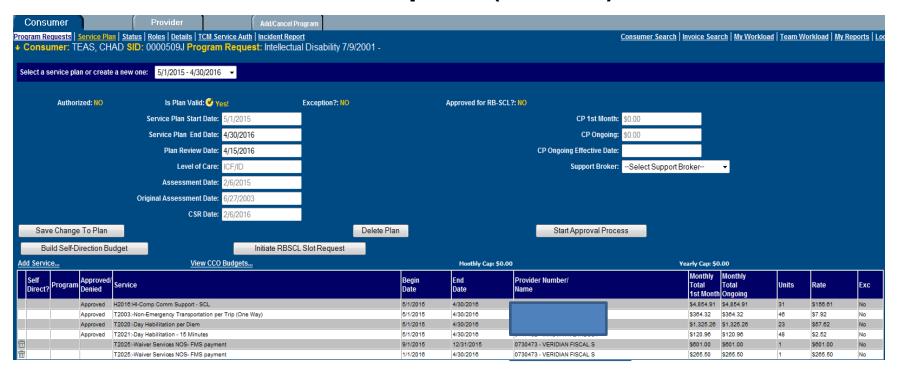
Changes to the Plan (cont.)



Select "Save Changes to Plan"



Example (cont.)



Both CCO and traditional waiver services are available



Example (cont.)

- Case manager/ Service Worker/ Care Coordinator monitors service delivery
- Members gets needs met through a combination of selfdirected and traditional services
- Member may have efficiencies left from their CCO budget to purchase items or services to enhance their existing SCL and CDAC needs



Savings Plan

- Can be created when funds from a current budget are used in the future
 - Approved by the Department
 - Includes funds from unused Respite
 - Or left over funds



Savings Plan (cont.)

- What they need to be saving for needs to meet the member's assessed need.
- Item will meet identified need or will improve their current services.
- Required to submit supporting documentation.



The Budget

Iowa Department of Human Services Consumer Choices Option Individual Budget 2016 Member Name: Member 2 Medicaid State ID# 8675309P (Last) Member's Phone 555-5555 Effective Date: 8/1/2015 PO Box 4502 Waterloo, IA 50704 319-226-4692 My Financial Management Service Veridian Fiscal Solutions Phone My Independent Support Broker ISB 1 Name Address Phone My Representative (if applicable) Name Address Phone Guardian/Dual Power of Attorney (if applicable) Phone Monthly available allowance obtained from my case manager/service worker: SERVICE REQUIRED 66.95 Financial Management Service Fee Total Financial Management Service Fee 66.95 SERVICE REQUIRED Independent Support Broker Fee Hourly pay No taxes Budget Start up plans (six hours maximum with a maximum of \$15.91 per hour) Follow up support (cannot exceed 30 hours a year with a maximum of \$15.91 an hour) ISB 1 maintenance \$15.91 31.82 Total Independent Broker Fees: 31.82 REQUIRED FEES SUBTOTAL 98.77 SERVICE OPTION Self Hourly pay 9.25 Monthly Cost Directed Personal Care Employee #1 CDAC 10.00 23.13 273.13 Employee 1 Employee #2 CDAC 10.00 Employee 2 \$ \$ Employee #3 CDAC 10.00 \$ Employee 3 Employee #4 CDAC 10.00 Employee 4 \$ \$ \$ Employee #5 \$ Employee #6 Employee #7 Employee #8 Other Services \$ S \$ \$ Total Self Directed Personal Care costs:



The Budget (cont.)

- Veridian's fees are automatically deducted from the budget
- Member has a need for 25 hours of SCL



The Budget (cont.)

SERVICE OPTION Self Directed Community Supports and					Total Hours					
Employment	Name	Description	Hourly pay	X	month	X	9.25		Monthly	Cost
Employee #1	Employee 1	SCL	\$ 15.00	П	25	Г	\$ 34.69		\$	409.69
Employee #2	Employee 2	SCL	\$ 15.00	П			\$ -		\$	-
Employee #3	Employee 3	SCL	\$ 15.00	П			\$ -		\$	
Employee #4	Employee 4	SCL	\$ 15.00	П			\$ -		\$	
Employee #5				П			\$ -		\$	
Employee #8				П			\$ -		\$	-
Employee #7				П		Г	\$ -		\$	-
Employee #8				П		Г	\$ -		\$	-
Other Services				П			\$ -		\$	-
Other Services				Π			5		\$	-
Total Self Directed Community Supports and Employment							\$	409.69		

SERVICE OPTION Individual Directed Goods and Services	Description of Item or services	Cost per item/service	Frequency	Monthly Costs		Total per mo	onth
						\$	
						s	_
						s	
						s	_
						s	_
						s	
						s	
Total Directed Goods and Services							-

Savings	Description of Item or services	Total Cost of item	Start Date - End Date	Monthly Costs	Total per mo		er month
	YMCA Membership	\$500	8/1/15-7/31/16	\$42		\$	42.00
						\$	
						\$	
						\$	-
Total Savings \$							42.00
GRAND TOTAL \$							823.58

BUDGET	
Monthly Available Allowance	\$ -
Less Total Costs	\$ 823.58
Balance	\$ (823.58)



The Budget (cont.)

- The ISB's fees are also automatically calculated
- Member needs 25 hours per month of SCL
- Member has efficiencies in their budget to create a savings plan for a YMCA membership



The Budget (cont.)

MY NEEDS								
This individual budget helps me with the following needs. Check all needs that apply to you.								
√ Walking/Mobility		Day activity		Homemaking assistance				
☐ Do heavy chores		Companionship		Medical care				
✓ Do light housekeeping		Behavioral needs		Medical supplies				
✓ Prepare meals		Communication		Personal care				
☐ Do shopping		Respite		Other				
Take medication	J	Daily living skills		Other				
√ Transportation		Lawn care		Other				
Personal errands		Equipment						
☐ Laundry		Employment or other training						

Emergency Backup Plan

All members must have a plan for emergency situations. This emergency plan may be paid through your individual budget, but reductions may need to be made from other services on your budget anytime this is accessed. The Financial Management agency must have an employee packet completed if your emergency back up provider is to be paid.

Name of Service	Provider	Plan Cost Hour/Unit	#	Emerge	ncy Costs
SCL	Employee 5'	\$ 10.00	25	\$	250.00
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-
				\$	-



The Budget (Continued)

- Each budget should identify what needs are being met
- Every budget should have an emergency back up plan



The Budget (cont.)

Approval		
Member Signature:	 Date: _	
Representative Signature (if applicable): Guardian/Dual Power of Attorney Signature (if	 Date: _	
applicable):	 Date: _	
Independent Support Broker Signature	 Date: _	
Financial Management Service	 Date Received:	

The Financial Management Service will be processing your individual budget worksheet. To ensure that services begin by the first of the month needed, receipt of this worksheet must be no later than the 25th of the month prior. (e.g. Services needed February 1st, budget must be received by January 25th. All services will begin on the first of the month only.)



The Budget (Continued)

- Receipts of the budget must be no later than the 25th of the month prior
- Services begin on the first of the month



Helpful Links

- Consumer Choices Option website: <u>https://dhs.iowa.gov/ime/members/medicaid-a-to-z/consumer-choices-option</u>
- Independent Support Broker website: http://dhs.iowa.gov/ime/Providers/tools-trainings-and-services/ATRegistration/ISB
- Iowa Administrative Code
 http://dhs.iowa.gov/administrative-rules
 [Rules specific to CCO chapter 78.41(15)]



Helpful links (cont)

 Veridian Fiscal Solutions (the FMS) website: <u>https://ccoweb.veridiancu.org/default.aspx</u>
 Veridian email: <u>ccoiowa@veridiancu.org</u>

 HCBS website: http://dhs.iowa.gov/ime/members/medicaid-a-to-z/hcbs

 HCBS Specialists by region or county at: http://www.dhs.state.ia.us/ime/members/medicaid-a-to-z/hcbs/hcbs-contacts



Questions

- Please submit any related questions to:
 - HCBSWaiver@dhs.state.ia.us